

# R&D LEAGUE

## MONTHLY REPORT

A Regular Distribution to the R&D League

VOLUME 4

### KEY EVENTS

Dec. 20th

**Deadline:** Finalize MOU

Dec. 23rd-  
Jan. 3rd

**Holiday Break**

Jan. 10th

**Deadline:** Finalize Definitive Agreements

Jan. 15th

**Deadline:** Submit JPMC Grant

Jan. 17th

**Deadline:** Finalize Press Release

Jan 28th

**Council:** Present @ the Innovation & Technology Committee (ITC) meeting & go public with the press release

Feb. 12th

**Council:** Present @ B Session

**R&D League  
goes public  
6 weeks!!**

**Join us  
at Council!**

## DOCUMENTS TO COMPLETE

- ✓ **MOU**
- ✓ **Definitive Agreements**
- ✓ **Press Release**

## NEED FROM YOU

- Feedback & approval of the **MOU**
- Complete first draft of the **Definitive Agreements**
- Provide direction on the **press release**

## GLOSSARY

- **MOU:**  
a Memorandum of Understanding provides high-level clarity on the nature of the partnership and work; gets on the same page; a vehicle for buy-in at all levels; not legally binding
- **Definitive Agreements:**  
specific project-based agreements; details time tables, roles and responsibilities, intellectual property, and data sharing; legally binding
- **Innovation & Technology Committee (ITC):**  
5 Council members & 3 community leaders meet monthly to oversee the development of City policy and provide feedback
- **B Session:**  
11 City Council members meet every Wednesday from 2-5pm to discuss policy centered topics; opportunity for awareness/questions; typically no votes taken
- **Press Release:**  
before going public at the ITC meeting, this helps us set the narrative